

13 October 1977

MEMORANDUM FOR: Director of Data Processing

THROUGH : Executive Officer, ODP

FROM : [REDACTED]
Chief, Administrative Staff, ODP

SUBJECT : Admin Staff Weekly Report
11-14 October 1977

1. SPACE

We have given Logistics Services Division our requirement for one 20 man classroom with projection booth plus one 12 man classroom, plus office space for Applications Training Staff in the present CAMS space at Headquarters. This will free Training Staff's present space at [REDACTED] Building to accommodate the rest of A Division. LSD will now prepare drawings for our approval. [REDACTED]


2. CONSOLIDATED FUND CAMPAIGN

Initial impressions are that we are running behind in meeting this year's goal of \$8,871.00. We need leadership at division level. Remember that if everyone gives only 12% of his "suggested annual contribution" we can hit our goal. That's about \$24.00 per person. [REDACTED]

3. FLU SHOTS

Flu shots will be given from 0930-1200 on 17 October at Ames, from 1300-1600 on 19 October at Headquarters, from 1030-1200 on 20 October [REDACTED]

4. SECRETARIAL TRAINING

OTR's Media Center at Headquarters now has beginner's shorthand books and tapes. 

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